



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective
Volume:	X	Forms	Date:
Chapter:	A	Forms	4-6-2009
Subchapter:	1	Forms	
Issuance:	25.59	CP&P Form 25-59, Residential Placement Agreement and/or Acknowledgement Between the State of New Jersey Division of Child Protection and Permanency and Parent(s), Legal Guardian, or Legal Custodian	

Click here to view or print the CP&P Form [25-59](#), Residential Placement Agreement/Acknowledgement.

WHEN TO USE IT

The form provides:

- **Authority for CP&P to place** a child in a residential treatment center, group care facility, out-of-home treatment program, or emergency care facility by a parent(s)'s, legal guardian's, or a legal custodian's **voluntary consent**.
- A formal **acknowledgement** by a parent(s), legal guardian, or a legal custodian of the placement of his or her child through CP&P in a residential treatment center, group care facility, out-of-home treatment program, or emergency care facility as **authorized by a court order**.

Use the form to:

- Identify the role and responsibilities of the parent(s), legal guardian or legal custodian while the child is in residential placement;
- Acknowledge the cooperative effort between CP&P and the parent(s), legal guardian, or legal custodian in terms of planning for the child; and
- Emphasize the parent's responsibility to pay child support and/or medical support for his or her child in out-of-home placement through CP&P, while familiarizing the parent with child support collection procedures.

WHEN NOT TO USE IT

Do **NOT** use the form to authorize placement:

- When a child has been, or needs to be, removed from his or her home due to abuse or neglect; or.
- When placing a child in a youth shelter, if the child will be placed in a resource family home (i.e., a foster home or with a relative caregiver or a family friend) from the shelter.

Both situations require a court order to authorize the child's out-of-home placement

HOW TO USE IT

The child's Worker guides the parent(s), legal guardian, or legal custodian when completing the form:

- **Enter a check mark to indicate how the child's placement in a residential setting is authorized: by parental consent or a court order;**
- Give a copy of the residential placement agreement/acknowledgement form to the parent(s), legal guardian or legal custodian, for thorough review (all three pages);
- Read the form in its entirety, to the parent(s), legal guardian or legal custodian;
- Complete the front page, then remove the carbon paper insert from the form packet:
 - Separate the original copy (CP&P file copy) from the carbon copy (parent/legal guardian/legal custodian copy) of the form;
 - Turn over the original, CP&P file copy and the parent/legal guardian/legal custodian copy of the form, realign them with the client copy on the bottom, and reinsert the carbon paper, ink side down;
- Enter the parent(s)'s, guardian's, or legal custodian's identifying information;
- Obtain signatures from the parent(s), legal guardian or legal custodian. The Worker also signs the form.

The Supervisor/Casework Supervisor signs the form to acknowledge the child's placement (in the "For Official Use Only" box, on the bottom of page 2).

DISTRIBUTION

After the form is **signed**, distribute it as follows:

Original	Child's Case Record
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Copy	Parent(s), legal guardian, or legal custodian
Addendum	Give original/only copy to the parent(s).

Note: Discard the Addendum when completing the form with a child's legal guardian or legal custodian.